

Class Specifications
for:

HOSPITAL BILLING CLERK I and II

Distinguishing Characteristics

Hospital Billing Clerk I: Participates in computing, adjusting and preparing bills involving pro-rata charges for a variety of services and to a variety of payers as a primary assignment.

Hospital Billing Clerk II: Supervises and participates in computing, adjusting and preparing bills involving prorata charges for a variety of services and to a variety of payers as a primary assignment. A position in this class supervises a billing unit.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Reviews charges, computations and extensions, and makes corrections and/or adjustments; determines and verifies allowable charges to a variety of medical insurance plans, including self-insured, Medicare, Armed Forces and Veterans' medical plans, and prepares bills to insurers and/or patients; determines, computes and codes source of charges for crediting of revenue to the proper service; interviews patients upon discharge to secure signatures and authorizations for payment, arranges for payments by non-insured patients, and releases and receipts patients' valuables held for safekeeping; prepares individual patient's ledger sheet; prepares patient's file and files paid-up accounts for each admission; checks status of patient's medical plan for verification and kind of plan held; may post charges to patients' accounts.

In addition to the above, the Hospital Billing Clerk II supervises the activities of a Billing Unit, and receives and collates charges for in-patient and out-patient services rendered by various services; posts departmental payroll; posts credits to patients' accounts; assists in monthly balancing of patients' accounts.

Knowledge and Abilities Required:

Knowledge of: Office practices and procedures; arithmetic; billing methods and procedures; operation and maintenance of common office appliances and equipment.

Ability to: Perform arithmetic computations; compare names and number rapidly and accurately; interpret and apply billing regulations and policies; operate and maintain office appliances and equipment; read, understand and follow oral and written instructions; keep matters confidential; and work harmoniously with others. Hospital Billing Clerk II also requires the ability to supervise the work of others.

This class is an amendment to the specifications for HOSPITAL BILLING CLERK I and II, which were approved on March 28, 2012.

DATE APPROVED: 5/7/2012



for BARBARA A. KRIEG, Director
Department of Human Resources Development